

OT on First Day of Schedule & Missed Punch-POL (Java)

Issue: Excess (overtime) hours worked as an extension of an overnight Saturday shift is not imported and creates a missed punch in the next pay period.

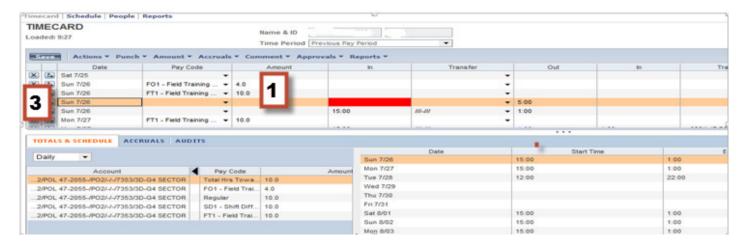
TeleStaff View:



Solution:

- 1) In MCtime, add a row and record the excess hours appropriately as Overtime Pay or Compensatory Leave, adding any applicable Differentials and Transfer Codes.
- Refer to TeleStaff for the Transfer Codes. For help entering POL Code (Reason Code) or Cost Center, refer to Job Aid: <u>Manager Guide to Transfer Accounts</u>. If the excess hours are funded by a grant, you must send an email to the TeleStaff Management Team for additional information.
- 3) Delete the row with the red block.
- 4) Save your changes.
- 5) If there are any questions, please send an email to the TeleStaff Management Team.

MCtime View:





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